# myFinance User Guide

## Non-salary expense codes

A listing of Account codes for use in requisitions

### How do I know which Account code to use?

*The account codes to use when creating a requisition begin with 5***. These are expenditure codes. Below is an example listing of Non-Salary Expense Codes for use in requisitions:*

| | |
|---|---|
| 5200 | Advertising |
| 5201 | Marketing |
| 5202 | Materials - Promotional |
| 5223 | Minor Works |
| 5231 | Maintenance Equipment, Furniture & Fittings |
| 5232 | Postage |
| 5235 | Professional Services |
| 5236 | Other Contract Services |
| 5250 | Independent Contractors |
| 5260 | Equipment <$5000 |
| 5261 | Furniture & Fittings |
| 5270 | Hire - Facilities |
| 5271 | Leasing Charges - Equipment |
| 5272 | Rental - Property |
| 5280 | Photocopier Charges |
| 5281 | Printing |
| 5282 | Paper |
| 5303 | Scholarships |
| 5311 | Internet Charges |
| 5312 | Telephone Charges |
| 5313 | Home Internet Charges |
| 5320 | Meals & Catering – not subject to FBT |
| 5321 | Meals & Catering – subject to FBT |
| 5322 | Meals & Catering (no GST claim) |
| 5323 | Staff Development – Academic – Dom |
| 5324 | Staff Development – Academic – Int'l |
| 5325 | Staff Development – Non Academic – Dom |
| 5326 | Staff Development – Non Academic – Int'l |
| 5327 | Travel – Domestic |
| 5328 | Travel – International |
| 5329 | Travel – Insurance |
| 5401 | Bank Charges |
| 5403 | Consumables |
| 5408 | Donations |
| 5411 | Freight and Cartage |
| 5412 | Fringe Benefits Tax |
| 5420 | Other Expenses |
| 5421 | Motor Vehicle Expenses |
| 5425 | Recruitment Expenses |
| 5427 | Sponsorship |
| 5429 | Subscriptions |
| 5437 | Course Related Expenditure |

**DO NOT simply allocate your purchase to 'Miscellaneous Expenses' without seeking advice first.**

If this is not correct, a journal will be required to be created to correct the error, and this responsibility will fall to the requisitioner – you!

## If in doubt, the following staff can be contacted for advice:

**Annette Lever**

Management Accounting & Budget, Management Accountant, Ext 9859

**Gaye Honeyman**

Management Accounting & Budget, Assistant Finance Officer - Finance, Ext 9082